New Standard Classroom Guide

USE LOCAL MODE

Optional
ZOOM ROOM MODE

Turn on Zoom Pad on Wall
- Invite Participants
- Record Session

Speakers & Mics

Use Controls on Laptop or PC in Settings or in Zoom to select the room's speakers and mics.
Look for
Audio: Speaker & Mic Select Me
Video: Teacher Camera

Video Mute
Easy On/Off Display

Volume Controls
+ **Volume Up**

- **Volume Down**

X **Audio Mute**

Camera Controls
- **Use Preset Views**
- **Turn Tracking On/Off**

Sign In/Sign Out Campus Account	Ring Adapter for Laptop	Mirror with Browser, App, or Mobile Device

Room Control Panel Source Selections

PC	Laptop	Sharelink	Blu Ray	Doc Cam	Zoom Room
Use room PC, sign in, access Zoom, Cloud, or USB	Connect laptop with **HDMI and USB**	Mirror from web browser, app, or mobile link, use code on screen	Load disc to play content Remove disc after class	Display content from desk surface	Use Room Control Panel to open Zoom Room, then Zoom Pad

Call x3687 for Help

New Standard Classroom Instructional Modes

Instructor's PC Mode:

1. Turn on room with Local Mode
2. Move mouse or keyboard to wake up screen
3. Log in with your campus account
4. Turn on camera on panel and choose camera mode
5. Select best speakers and mics – try several options (Hint: look for 'Teacher' or 'Select Me'
6. Tip: Use the Speaker icon in the lower right corner of the screen to select the speaker
7. For Zoom session, open Zoom on PC
8. To record lecture, enable Record in Zoom session on PC
9. Note: Access content from Cloud or Flash Drive on available USB slots on monitor
10. **Remember to Sign Out of the Instructor's PC after class**

Laptop Mode:

1. Turn on room in Local Mode
2. If the "NOT CONNECTED…" message displays, connect the cables
3. Connect the **HDMI AND USB** cables on Ring Adapter (Use additional adapters if needed)
4. Turn on camera on room panel and choose camera mode
5. Select best speakers and mics – try several options (Hint: look for 'Teacher' or 'Select Me'
6. For Zoom session, open Zoom on the laptop
7. To record lecture, enable Record in Zoom session on laptop

ShareLink Pro Screen Mirroring:

- Screen mirroring is available by the instructor and students through the ShareLink Pro app or by entering the room address in a browser window.
- See the projection lower left corner for room address and 4-digit access code. For example, the room address for the Demo Room is 'ShareLink-DBH162.csustan.edu'.
- Content may be shared from laptops, tablets, or mobile devices.

Tips:

- Use the Video Mute option to toggle On/Off the display without powering down the projector
- Give the projector and room technology time to warm up when first accessed
- Most audio issues are resolved by changing the microphone and speakers selection
- Manage room volume on Room Control panel
- To reduce echo, set laptop volume to '1', NOT 'Mute'
- In Zoom, if video display is 'Paused', stop current screen share and re-share with 'Desktop'
- When using the Blu Ray player, volume control is on the Room Control Pad
- Remember to use your campus Zoom account
- **Remember to Sign Out of the Instructor's PC after class**

Zoom Room Mode—Not Needed if Using PC or Laptop Zoom Sessions

- Turn on with the Room Control Pad to enable projector before using wall panel
- If using Zoom Room mode, class recordings will be saved to your Zoom recordings file. The recordings can be uploaded to Canvas
- If using Zoom Room, the main content is captured by default. After the recording is saved, you can select additional content to include, such as picture in picture and other presentations.